



Director of Major Gifts & Planned Giving

POSITION SUMMARY

Huston-Tillotson University (HT) is seeking a dynamic and experienced **Director of Major Gifts & Planned Giving** to lead fundraising efforts focused on cultivating, soliciting, and stewarding major gifts and planned giving. This position plays a critical role in developing long-term philanthropic relationships with key donors and stakeholders to support the University's strategic initiatives. The Director will work closely with alumni, corporate partners, foundations, and high-net-worth individuals to increase financial support, ensuring a sustainable future for the University's mission.

Key Responsibilities:

- **Major Gifts Fundraising:**
 - Develop and implement a comprehensive strategy to identify, cultivate, solicit, and steward major gift prospects (gifts of \$25,000 or more).
 - Utilize donor and wealth management software (experience with Raiser's Edge or similar platforms preferred) build and manage a portfolio of 75-100 major gift prospects and donors, creating personalized cultivation plans for each.
 - Partner with the Vice President for Institutional Advancement to engage in donor cultivation and solicitation at the leadership level.
 - Work with University leaders, faculty, and staff to align fundraising priorities with the institution's strategic goals.
- **Planned Giving:**
 - Lead efforts to promote planned giving opportunities, including bequests, charitable trusts, and other long-term giving instruments.
 - Educate potential donors about planned giving strategies that align with their financial and philanthropic goals.
 - Work closely with donors, financial advisors, and legal representatives to structure planned gifts that benefit both the donor and the University.
- **Donor Stewardship and Engagement:**
 - Develop and implement robust stewardship strategies to maintain relationships with existing major gift and planned giving donors.
 - Plan and execute donor recognition events, site visits, and personalized engagement strategies.

- Ensure timely and effective acknowledgment of gifts and maintain accurate donor records in the University's database.
- **Collaboration & Leadership:**
 - Collaborate with the Institutional Advancement team and University leadership to align major gift and planned giving strategies with broader fundraising and alumni engagement efforts.
 - Engage key volunteers, such as board members, alumni, and community leaders, to assist in identifying, cultivating, and soliciting major gift prospects.
 - Provide regular progress reports on major gift and planned giving activities, including the tracking of goals and outcomes.
- **Outreach & Communication:**
 - Build and maintain relationships with external stakeholders, including foundations, corporate partners, and philanthropic organizations.
 - Lead presentations, write proposals, and develop marketing materials to communicate the impact of giving opportunities to potential donors.
 - Represent Huston-Tillotson University at community events, conferences, and other forums to elevate the University's visibility and fundraising prospects.

Qualifications:

- Bachelor's degree required; advanced degree preferred.
- Minimum of 5-7 years of progressive experience in major gifts, planned giving, or related fundraising roles, preferably in higher education or nonprofit sectors.
- Proven track record of successfully closing major and planned gifts of \$25,000 or more.
- Strong understanding of charitable giving laws, estate planning, and financial planning as it pertains to philanthropic giving.
- Excellent interpersonal and communication skills, with the ability to build meaningful relationships with a diverse range of stakeholders.
- Ability to work independently, manage multiple priorities, and meet deadlines.
- Proficiency with donor management software (experience with Raiser's Edge or similar platforms preferred).

Salary & Benefits:

Huston-Tillotson University offers a competitive salary, commensurate with experience, along with a comprehensive benefits package, including health insurance, retirement plans, and professional development opportunities. Salary range \$75K to 80K.

About Huston-Tillotson University:

Huston-Tillotson University, located in the vibrant city of Austin, Texas, is a historically Black institution committed to providing a high-quality education to a diverse student body. HT fosters academic excellence, leadership development, and community engagement through its focus on student-centered teaching and a holistic approach to education.

Apply at <https://htu.edu/offices/human-resources/careers/>